

CHARTER  
OF THE  
**Town of Keedysville**

WASHINGTON COUNTY, MARYLAND

*As enacted by Charter Amendment Resolution No. CR1  
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# **KEEDYSVILLE**

## **[Corporate Name and Definitions]**

### Section 1. Corporate name.

This charter is the municipal corporation charter of the town of Keedysville, the corporate name of which is The Town of Keedysville.

### Section 2. Definitions.

The terms “town,” “city,” “municipality,” or “municipal corporation” in this charter shall be construed as synonymous.

## **[General Corporate Powers]**

### Section 3. General powers.

The municipal corporation here established (or continued), under its corporate name, has all the privileges of a body corporate, by that name to sue and be sued, to plead and be impleaded in any court of law or equity, to have and use a common seal and to have perpetual succession, unless the charter and the corporate existence are legally abrogated.

## **[Corporate Limits]**

### Section 4. Description of corporate boundaries.

A description of the corporate boundaries of the town at all times shall be on file with the town clerk or other comparable official and with the Clerk of the Circuit Court of Washington County, and is incorporated herein and made a part hereof by reference.

## **[The Council]**

### Section 5. Number of council members; selection; term.

All legislative powers of the town are vested in a council consisting of the Mayor, Assistant Mayor and three council members who shall be elected as hereinafter provided and who shall hold office for a term of four years or until the succeeding council takes office. The regular term of council members shall expire on the first Monday following the election of their successors. Council members holding office at the time this charter becomes effective shall

continue to hold office for the term for which they were elected and until the succeeding council takes office under the provisions of this charter.

Section 6. Qualifications of council members.

Council members shall have resided in the town for at least six months immediately preceding their election and shall be qualified voters of the town.

Section 7. Salary of council members.

Each council member shall receive an annual salary which shall be equal for all council members and shall be as specified from time to time by an ordinance passed by the council in the regular course of its business; provided, however, that the salary specified at the time any council takes office shall not be changed during the period for which that council was elected. The ordinance making any change in the salary paid to the several council members, either by way of increase or decrease, shall be finally ordained prior to the municipal election for the members of the next succeeding council and shall take effect only as to the members of the next succeeding council.

Section 8. Meetings of council.

The newly elected council shall meet on the second Monday following its election for the purpose of organization, after which the Council shall meet regularly on the first Monday of each month thereafter or at such times as may be prescribed by its rules, but not less frequently than once each month. Special meetings shall be called by the clerk–treasurer upon the request of the mayor or a majority of the members of the council. All meetings of the council shall be open to the public, and the rules of the council shall provide that residents of the town shall have a reasonable opportunity to be heard at any meeting in regard to any municipal question. The mayor and council shall have the right to close its meetings to the public for the purposes set forth in the Annotated Code of Maryland, State Government Article, § 10–501, et. seq. as may be amended from time to time. Applicable state laws shall control and regulate any closed meeting which may be held by the mayor and council.

Section 9. Council to be judge of qualifications of its members.

The council shall be the judge of the election and qualification of its members.

Section 10. President and vice–president of council.

The mayor shall serve as president of the council. The mayor may take part in all discussions, but shall have no vote except in case of tie. In the absence of the Mayor, the Assistant Mayor shall act as the president at all meeting [meetings] with no vote excepting in case of a tie. When the Mayor is present the Assistant Mayor shall have the same power as a council member.



**Section 11. Quorum.**

A majority of the members of the council including the Mayor and Assistant Mayor shall constitute a quorum for the transaction of business, but no ordinance shall be approved nor any other action taken without the favorable votes of a majority of the whole number of members elected to the council.

**Section 12. Rules and order of business; journal.**

The council shall determine its own rules and order of business. It shall keep a journal of its proceedings and enter therein the yeas and nays upon final action on any question, resolution, or ordinance, or at any other time if required by any one member. The journal shall be open to public inspection.

**Section 13. Vacancies in council.**

Vacancies in the council shall be filled as provided in § 38 of this charter.

**Section 14. Passage of ordinances; publication; effective date.**

No ordinance shall be passed at the meeting at which it is introduced. At any regular or special meeting of the council held not less than six nor more than sixty days after the meeting at which an ordinance was introduced, it shall be passed, or passed as amended, or rejected, or its consideration deferred to some specified future date. In cases of emergency the provision that an ordinance may not be passed at the meeting at which it is introduced may be suspended by the affirmative votes of four members of the council. Every ordinance, unless it be passed as an emergency ordinance, shall become effective at the expiration of twenty calendar days following approval by the mayor or passage by the council over the mayor's veto. A fair summary of each ordinance shall be published at least once in a newspaper or newspapers having general circulation in the municipality. An emergency ordinance shall become effective on the date specified in the ordinance, but no ordinance shall become effective until approved by the mayor or passed over the mayor's veto by the council. (Res. No. CR1-14, 10-27-05.)

**Section 15. Veto.**

All ordinances passed by the council shall be promptly delivered by the clerk-treasurer to the mayor for the mayor's approval or disapproval. If the mayor approves any ordinance, the mayor shall sign it. If the mayor disapproves any ordinance, then the mayor shall not sign it. The mayor shall return all ordinances to the clerk-treasurer within six days after delivery to the mayor (excluding the first day, including the last day, and excluding any Sunday) with the mayor's approval or disapproval. Any ordinance approved by the mayor shall be law. Any ordinance disapproved by the mayor shall be returned with a message stating the reasons for the mayor's disapproval. Any disapproved ordinance shall not become a law unless subsequently passed by a favorable vote of four fifths of the whole council within thirty-five calendar days from the time of the return of the ordinance. If the mayor fails to return any ordinance within six

days of its delivery, it shall be deemed to be approved by the mayor and shall become law in the same manner as an ordinance signed by the mayor.

#### Section 16. Referendum.

If, before the expiration of twenty calendar days following approval of any ordinance by the mayor or passage of any ordinance over the mayor's veto, a petition is filed with the clerk-treasurer containing the signatures of not less than twenty per cent (20%) of the qualified voters of the town and requesting that the ordinance, or any part thereof, be submitted to a vote of the qualified voters of the town for their approval or disapproval, the council shall have the ordinance, or the part thereof requested for the referendum, submitted to a vote of the qualified voters of the town at the next regular town election or, in the council's discretion, at a special election occurring before the next regular election. No ordinance, or the part thereof requested for referendum, shall become effective following the receipt of such petition until and unless approved at the election by a majority of the qualified voters voting on the question. An emergency ordinance, or the part thereof requested for referendum, shall continue in effect for sixty days following receipt of such petition. If the question of approval or disapproval of any emergency ordinance, or any part thereof, has not been submitted to the qualified voters within sixty days following receipt of the petition, the operation of the ordinance, or the part thereof requested for referendum, shall be suspended until approved by a majority of the qualified voters voting on the question at any election. Any ordinance, or part thereof, disapproved by the voters, shall stand repealed. The provisions of this section shall not apply to any ordinance, or part thereof, passed under the authority of § 60, levying property taxes for the payment of indebtedness, but the provisions of this section shall apply to any ordinance, or any part thereof, levying special assessment charges under the provisions of §§ 90 and 91. The provisions of this section shall be self-executing, but the council may adopt ordinances in furtherance of these provisions and not in conflict with them.

#### Section 17. File of ordinances.

Ordinances shall be permanently filed by the clerk-treasurer and shall be kept available for public inspection in accordance with the Annotated Code of Maryland.

### **The Mayor**

#### Section 18. Selection and Term.

The mayor shall be elected as hereinafter provided and shall hold office for a term of four years or until the mayor's successor is elected and qualified. The newly elected mayor shall take office on the first Monday following the mayor's election. The mayor holding office at the time this charter becomes effective shall continue to hold office for the term for which elected and until said successor takes office under the provisions of this charter.

Section 19. Qualifications.

The mayor must have resided in the town for at least six months immediately preceding the mayor's election and must be a qualified voter of the town.

Section 20. Salary.

The mayor shall receive an annual salary as set from time to time by an ordinance passed by the council in the regular course of business. No change shall be made in the salary for any mayor during the term for which the mayor was elected. The ordinance making any change in the salary paid to the mayor, either by way of increase or decrease, shall be finally ordained prior to the municipal election to elect the next succeeding mayor and shall take effect only as to the next succeeding mayor.

Section 21. Powers and duties.

(a) *Generally.* — The mayor shall see that the ordinances of the town are faithfully executed and shall be the chief executive officer and the head of the administrative branch of the town government.

(b) *Appointments and removal of employees and heads of offices, departments and agencies.* — The mayor, with the approval of the council, shall appoint the heads of all offices, departments, and agencies of the town government as established by this charter or by ordinance. All office, department, and agency heads shall serve at the pleasure of the mayor. All subordinate officers and employees of the offices, departments, and agencies of the town government shall be appointed and removed by the mayor, in accordance with rules and regulations in any merit system which may be adopted by the council.

(c) *Reports and recommendations to council.* — The mayor each year shall report to the council the condition of municipal affairs and make such recommendations as the mayor deems proper for the public good and the welfare of the town.

(d) *Veto.* — The mayor shall have the power to veto ordinances passed by the council as provided in § 15.

(e) *Supervision of financial administration of government.* — The mayor shall have complete supervision of the financial administration of the town government. The mayor shall prepare or have prepared annually a budget and submit it to the council. The mayor shall supervise the administration of the budget as adopted by the council. The mayor shall supervise the distribution of all moneys and have control over all expenditures to assure that budget appropriations are not exceeded.

(f) *Other powers and duties.* — The mayor shall have such other powers and perform such other duties as may be prescribed by this charter or as may be required of the mayor by the council, not inconsistent with this charter.

## General Powers

### Section 22. Powers of council enumerated.

(1) *General powers.* — The council shall have the power to pass all such ordinances not contrary to the Constitution and laws of the State of Maryland or this charter as it may deem necessary for the good government of the town; for the protection and preservation of the town's property, rights, and privileges; for the preservation of peace and good order; for securing persons and property from violence, danger, or destruction; and for the protection and promotion of the health, safety, comfort, convenience, welfare, and happiness of the residents of and visitors in the town.

(2) *Specific powers.* — The council shall have in addition, the power to pass ordinances not contrary to the laws and Constitution of this State, for the specific purposes provided in the remaining subsections of this section.

(3) *Advertising.* — To provide for advertising for the purposes of the town, for printing and publishing statements as to the business of the town.

(4) *Aisles and doors.* — To regulate and prevent the obstruction of aisles in public halls, churches and places of amusement, and to regulate the construction and operation of the doors and means of egress therefrom.

(5) *Amusements.* — To provide in the interest of the public welfare for licensing, regulating, or restraining theatrical or other public amusements.

(6) *Appropriations.* — To appropriate municipal moneys for any purpose within the powers of the council.

(7) *Auctioneers.* — To regulate the sale of all kinds of property at auction within the town and to license auctioneers.

(8) *Band.* — To establish a municipal band, symphony orchestra or other musical organization, and to regulate by ordinance the conduct and policies thereof.

(9) *Billboards.* — To license, tax and regulate, restrain or prohibit the erection or maintenance of billboards within the city, the placing of signs, bills and posters of every kind and description on any building, fence, post, billboard, pole, or other place within the town.

(10) *Bridges.* — To erect and maintain bridges.

(11) *Buildings.* — To make reasonable regulations in regard to buildings and signs to be erected, constructed or reconstructed in the town, and to grant building permits for them; to formulate a building code and a plumbing code and to appoint a building inspector and a plumbing inspector, and to require reasonable charges for permits and inspections; to authorize

and require the inspection of all buildings and structures and to authorize the condemnation thereof in whole or in part when dangerous or insecure, and to require that such buildings and structures be made safe or be taken down.

(12) *Cemeteries.* — To regulate or prohibit the interment of bodies within the municipality and to regulate cemeteries.

(13) *Codification of ordinances.* — To provide for the codification of all ordinances.

(14) *Community services.* — To provide, maintain, and operate community and social services for the preservation and promotion of the health, recreation, welfare, and enlightenment of the inhabitants of the town.

(15) *Cooperative activities.* — To make agreements with other municipalities, counties, districts, bureaus, commissions, and governmental authorities for the joint performance of or for cooperation in the performance of any governmental functions.

(16) *Curfew.* — To prohibit the youth of the town from being in the streets, lanes, alleys, or other public places at unreasonable hours of the night.

(17) *Dangerous improvements.* — To compel persons about to undertake dangerous improvements to execute bonds with sufficient sureties conditioned that the owner or contractor will pay all damages resulting from such work which may be sustained by any persons or property.

(18) *Departments.* — To create, change, and abolish offices, departments, or agencies, other than the offices, departments, and agencies established by this charter; to assign additional functions or duties to offices, departments, or agencies established by this charter, but not including the power to discontinue or assign to any other office, department, or agency any function or duty assigned by this charter to a particular office, department, or agency.

(19) *Dogs.* — To regulate the keeping of dogs in the town and to provide, wherever the county does not license or tax dogs, for the licensing and taxing of them; to provide for the disposition of homeless dogs and of dogs on which no license fee or taxes are paid.

(20) *Elevators.* — To require the inspection and licensing of elevators and to prohibit their use when unsafe or dangerous or without a license.

(21) *Explosives and combustibles.* — To regulate or prevent the storage of gunpowder, oil, or any other explosive or combustible matter; to regulate or prevent the use of firearms, fireworks, bonfires, explosives, or any other similar things which may endanger persons or property.

(22) *Filth.* — To compel the occupant of any premises, building, or outhouse situated in the town, if it has become filthy or unwholesome, to abate or cleanse the condition; and after reasonable notice to the owners or occupants to authorize such work to be done by the proper

officers and to assess the expense thereof against the property, making it collectible by taxes or against the occupant or occupants.

(23) *Finances.* — To levy, assess, and collect ad valorem property taxes; to expend municipal funds for any public purpose; to have general management and control of the finances of the town.

(24) *Fire.* — To suppress fires and prevent the dangers thereof and to establish and maintain a fire department; to contribute funds to volunteer fire companies serving the town; to inspect buildings for the purpose of reducing fire hazards, to issue regulations concerning fire hazards, and to forbid and prohibit the use of fire-hazardous buildings and structures permanently or until the conditions of the town fire-hazard regulations are met; to install and maintain fireplugs where and as necessary, and to regulate their use; and to take all other measures necessary to control and prevent fires in the town.

(25) *Food.* — To inspect and to require the condemnation of, if unwholesome, and to regulate the sale of, any food products.

(26) *Franchises.* — To grant and regulate franchises to water companies, electric light companies, gas companies, telegraph and telephone companies, transit companies, taxicab companies, and any others which may be deemed advantageous and beneficial to the town, subject to the limitations and provisions of Article 23 of the Annotated Code of Maryland. No franchises shall be granted for a longer period than fifty years.

(27) *Garbage.* — To prevent the deposit of any unwholesome substance either on private or public property and to compel its removal to designated points; to require slops, garbage, ashes, and other waste or other unwholesome materials to be removed to designated points, or to require the occupants of the premises to place them conveniently for removal.

(28) *Grants-in-aid.* — To accept gifts and grants of federal or of State funds from the Federal or State governments or any agency thereof, and to expend the funds for any lawful purpose, agreeably to the conditions under which the gifts or grants were made.

(29) *Hawkers.* — To license, tax, regulate, suppress, and prohibit hawkers and itinerant dealers, peddlers, pawnbrokers, and all other persons selling any articles on the streets of the town, and to revoke such licenses for any action or threat of action by such a licensee in the course of his occupation which causes or threatens harm or injury to inhabitants of the town or to their welfare or happiness.

(30) *Health.* — To protect and preserve the health of the town and its inhabitants; to prevent the introduction of contagious diseases into the town; to establish quarantine regulations, and to authorize the removal and confinement of persons having contagious or infectious diseases; to prevent and remove all nuisances; to inspect, regulate, and abate any buildings, structures, or places which cause or may cause unsanitary conditions or conditions detrimental to health, but nothing herein shall be construed to affect in any manner any of the powers and duties

of the Secretary of Health and Mental Hygiene, the county board of health, or any public general or local law relating to the subject of health.

(31) *House numbers.* — To regulate the numbering of houses and lots and to compel owners to renumber them, or in default thereof to authorize and require the work to be done by the town at the owner's expense, such expense to constitute a lien upon the property collectible as tax moneys.

(32) *Jail.* — To establish and regulate a station house or lockup for temporary confinement of violators of the laws and ordinances of the town or to use the county jail for such purpose.

(33) *Licenses.* — Subject to any restrictions imposed by the public general laws of the State, to license and regulate all persons beginning or conducting transient or permanent business in the town for the sale of any goods, wares, merchandise, or services, to license and regulate any business, occupation, trade, calling, or place of amusement or business; to establish and collect fees and charges for all licenses and permits issued under the authority of this charter.

(34) *Liens.* — To provide that any valid charges, taxes, or assessments made against any real property within the town shall be liens upon the property, to be collected as municipal taxes are collected.

(35) *Lights.* — To provide for the lighting of the town.

(36) *Livestock.* — To regulate and prohibit the running at large of cattle, horses, swine, fowl, sheep, goats, dogs, or other animals; to authorize the impounding, keeping, sale, and redemption of such animals when found in violation of the ordinance in such cases provided.

(37) *Markets.* — To obtain by lease or rent, own, construct, purchase, operate, and maintain public markets within the town.

(38) *Minor privileges.* — To regulate or prevent the use of public ways, sidewalks, and public places for signs, awnings, posts, steps, railings, entrances, racks, posting handbills and advertisements, and display of goods, wares and merchandise.

(39) *Noise.* — To regulate or prohibit unreasonable ringing of bells, crying of goods, or sounding of whistles and horns.

(40) *Nuisances.* — To prevent or abate by appropriate ordinance all nuisances in the town which are so defined at common law, by this charter, or by the laws of the State of Maryland, whether they be herein specifically named or not; to regulate, to prohibit, to control the location of, or to require the removal from the town of all trading in, handling of, or manufacture of any commodity which is or may become offensive, obnoxious, or injurious to the public comfort or health. In this connection the town may regulate, prohibit, control the location of, or require the removal from the town of such things as stockyards, slaughterhouses, cattle or hog pens, tanneries, and renderies. This listing is by way of enumeration, not limitation.

(41) *Obstructions.* — To remove all nuisances and obstructions from the streets, lanes, and alleys and from any lots adjoining thereto, or any other places within the limits of the town.

(42) *Parking facilities.* — To license and regulate and to establish, obtain by purchase, by lease or by rent, own, construct, operate, and maintain parking lots and other facilities for off-street parking.

(43) *Parking meters.* — To install parking meters on the streets and public places of the town in such places as by ordinance they determine, and by ordinance to prescribe rates and provisions for the use thereof; but the installation of parking meters or [on] any street or road maintained by the State Highway Administration must first be approved by the Administration.

(44) *Parks and recreation.* — To establish and maintain public parks, gardens, playgrounds, and other recreational facilities and programs to promote the health, welfare, and enjoyment of the inhabitants of the town.

(45) *Police force.* — To establish, operate, and maintain a police force. All town police officers, within the municipality shall have the powers and authority of constables in this State.

(46) *Police powers.* — To prohibit, suppress, and punish within the town all vice, gambling, and games of chance; prostitution and solicitation therefor and the keeping of bawdy houses and houses of ill fame; all tramps and vagrants; all disorder, disturbances, annoyances, disorderly conduct, obscenity, public profanity, and drunkenness.

(47) *Property.* — To acquire by conveyance, purchase, or gift, real or leasable property for any public purposes; to erect buildings and structures thereon for the benefit of the town and its inhabitants; and to convey any real or leasehold property when no longer needed for the public use, after having given at least twenty days' public notice of the proposed conveyance; to control, protect, and maintain public buildings, grounds, and property of the town.

(48) *Quarantine.* — To establish quarantine regulations in the interest of the public health.

(49) *Regulations.* — To adopt by ordinance and enforce within the corporate limits police, health, sanitary, fire, building, traffic, speed, parking, and other similar regulations not in conflict with the laws of the State of Maryland or with this charter.

(50) *Sidewalks.* — To regulate the use of sidewalks and all structures in, under, or above them; to require the owner or occupant of premises to keep the sidewalks in front thereof free from snow or other obstructions; to prescribe hours for cleaning sidewalks.

(51) *Sweepings.* — To regulate or prevent the throwing or depositing of sweepings, dust, ashes, offal, garbage, paper, handbills, dirty liquids, or other unwholesome materials into any public way or on any public or private property in the town.



(52) *Taxicabs.* — To license, tax, and regulate public hackmen, taxi cabmen, draymen, drivers, cabmen, porters and expressmen, and all other persons pursuing like occupations.

(53) *Vehicles.* — To regulate and license wagons and other vehicles not subject to the licensing powers of the State of Maryland.

(54) *Voting machines.* — To purchase, lease, borrow, install, and maintain voting machines for use in town elections.

(55) *Zoning.* — To exercise the powers as to planning and zoning, conferred upon municipal corporations generally in Article 66B of the Annotated Code of Maryland, subject to the limitations and provisions of said article.

(56) *Saving clause.* — The enumeration of powers in this section is not to be construed as limiting the powers of the town to the several subjects mentioned. The Mayor and Council do exercise all those powers in addition to those enumerated granted by the Constitution and the laws of the State of Maryland or its charter.

#### Section 23. Exercise of powers.

For the purpose of carrying out the powers granted in this charter, the council may pass all necessary ordinances and/or resolutions. All the powers of the town shall be exercised in the manner prescribed by this charter, or, if the manner be not prescribed, then in such manner as may be prescribed by ordinance.

#### Section 24. Enforcement of ordinances and resolutions.

To insure the observance of the ordinances and resolutions of the town, the council as the legislative body shall have the power to provide that violations of ordinances and resolutions shall be punishable as misdemeanors or constitute a municipal infraction as provided in Article 23A of the Annotated Code of Maryland, and/or any other applicable statutory provisions.

#### Section 25. Qualifications of voters.

Every person who (a) is a citizen of the United States, (b) is at least eighteen (18) years of age, (c) a bona fide resident within the corporate limits of the town at the time of the election, and (d) is registered in accordance with the provisions of this charter or in accordance with the provisions of Article 33 of the Annotated Code of Maryland, entitled Election Code, as it now exists or may be subsequently amended, and is a bona fide resident within the corporate limits of the town at the time of the election, shall be a qualified voter of the town. Every qualified voter of the town shall be entitled to vote at any or all town elections.

Section 26. Board of supervisors of elections.

There shall be a board of supervisors of elections, consisting of three members who shall be appointed by the Mayor with the approval of the council on or before the first Monday in March in every second odd-numbered year. The terms of members of the board of supervisors of elections begin on the first Monday in March in the year in which they are appointed and run for four years. Members of the board of supervisors of elections shall be qualified voters of the town and shall not hold or be candidates for any elective office during their term of office. The board shall appoint one of its members as chairperson. Vacancies on the board shall be filled by the Mayor with the approval of the council for the remainder of the unexpired term.

Section 27. Same — Removal of members.

Any member of the board of supervisors of elections may be removed for good cause by the council, if in the judgment of the council the member is not properly performing or will not properly perform the duties of the position. Before removal, the member of the board of supervisors of elections to be removed shall be given a written copy of the charges against said member and shall have a public hearing on them before the council if said member so requests within ten days after receiving the written copy of the charges.

Section 28. Same — Duties.

The board of supervisors of elections shall be in charge of the registration of voters, nominations, and all town elections. The board may appoint election clerks or other employees to assist it in any of its duties.

Section 29. Notice of registration days and elections.

The board of supervisors of elections shall give at least two weeks' notice of every registration day and every election by an advertisement published in at least one newspaper of general circulation in the town and by posting a notice thereof in some public place or places in the town.

Section 30. Registration.

There shall be a registration on the first Monday in April in every second odd-numbered year, of qualified persons not registered to vote. If necessary for the performance of registration or the convenience of the citizens of the town, the Mayor may designate additional days as registration days. Registration shall be permanent, and no person is entitled to vote in town elections unless the person is registered. The board of supervisors of elections shall keep the registration lists up to date by striking from the lists persons known to have died or to have moved out of the town. The council, by ordinance, shall adopt and enforce any provisions necessary to establish and maintain a system of permanent registration and provide for a registration when necessary.

In the event that any person is registered in accordance with the provisions of Article 33 of the Annotated Code of Maryland, entitled Election Code, as it now exists, or may be subsequently amended, said person shall be considered as registered for purposes of this provision and shall be considered permanent registration.

Section 31. Appeal from action of board of supervisors of elections.

If any person is aggrieved by the action of the board of supervisors of elections in refusing to register or in striking off the name of any person, or by any other action said person may appeal to the council. Any decision or action of the council upon such appeals may be appealed to the circuit court for the county within the time allowed for such appeals.

Section 32. Filing certificate of candidacy.

Persons may be nominated for elective office in the town by filing a certificate of candidacy at the office of the board of supervisors of elections on or before the second Monday in April next preceding the town election. No person shall file for nomination to more than one elective town public office or hold more than one elective town office at any one time. An elected official holding office cannot file a certificate of candidacy for another elected position in the town. In the event an elected officer does file a certificate of candidacy for another office or similar office, then and in said event said officials [official's] existing position shall automatically be considered vacant.

Section 33. Election of mayor and council members.

On the first Monday in May, 2004, and on the first Monday in May every two years thereafter, an election shall be held for the purpose of electing officers of the municipal corporation. At the election to be held on the first Monday in May, 2004, there shall be elected a Mayor, Assistant Mayor, and one council member whose terms of office shall be for four years or until their successors are duly qualified. There shall also be elected two council members for an initial term of two years or until their successors are duly qualified. Thereafter, said two council members shall be elected at subsequent elections for a period of four years or until their successor has been duly qualified.

Section 34. Conduct of elections generally.

It is the duty of the board of supervisors of elections to provide for each special and general election a suitable place or places for voting and suitable ballot boxes and ballots and/or voting machines. The ballots and/or voting machines shall show the name of each candidate nominated for elective office in accordance with the provisions of this charter, arranged in alphabetical order by office with no party designation of any kind. The board of supervisors of elections shall keep the polls open from 9:00 a.m. to 6:00 p.m. on election days or for longer hours if the council requires it.

The Board of Supervisors of Elections shall arrange for voting by absentee ballot in accordance with the provisions of Article 33 § 27 of the Annotated Code of Maryland as it now exists and/or may be subsequently amended and shall so notify the voters of same.

Section 35. Special elections.

All special town elections shall be conducted by the board of supervisors of elections in the same manner and with the same personnel, as far as practicable, as regular town elections.

Section 36. Vote count.

Within forty-eight hours after the closing of the polls, the board of supervisors of elections shall determine the vote cast for each candidate or question and shall certify the results of the election to the clerk-treasurer of the town, who shall record the results in the minutes of the council. The candidate for mayor with the highest number of votes in the general election shall be declared elected as mayor. The five candidates for council members with the highest number of votes in the general election shall be declared elected as council members.

Section 37. Preservation of votes.

All ballots used in any town election shall be preserved for at least six months from the date of the election.

Section 38. Vacancies.

In the case of a vacancy on the council for any reason, the council shall elect some qualified person to fill the vacancy for the unexpired term. In case of a vacancy in the office of mayor for any reason, the council shall elect some qualified person to fill the vacancy for the remainder of the unexpired term. Any vacancies on the council or in the office of mayor shall be filled by the favorable votes of a majority of the remaining members of the council. The results of any such vote shall be recorded in the minutes of the council.

Section 39. Regulation and control by council.

The council has the power to provide by ordinance in every respect not covered by the provisions of this charter for the conduct of registration, nomination, and town elections and for the prevention of fraud in connection therewith, and for a recount of ballots in case of doubt or fraud.

Section 40. Penalties.

Any person who (1) fails to perform any duty required of said person under the provisions of this subheading or any ordinances passed thereunder, (2) in any manner wilfully or corruptly violates any of the provisions of this subheading or any ordinances passed thereunder, or (3) wilfully or corruptly does anything which will or will tend to affect fraudulently any registration, nomination or town election, is guilty of a misdemeanor. Any officer or employee of

the town government who is convicted of a misdemeanor under the provisions of this section shall immediately upon conviction thereof cease to hold such office or employment. The above penalty is in addition to and is not in derogation of any punishment or penalty for violation of any Federal, state or county election laws.

## **Finance**

### Section 41. Clerk-treasurer.

There shall be a clerk-treasurer appointed by the mayor with the approval of the council. The clerk-treasurer shall serve at the pleasure of the mayor. The clerk-treasurer shall be the chief financial officer of the town. The financial powers of the town, except as otherwise provided by this charter, shall be exercised by the clerk-treasurer under the direct supervision of the mayor.

### Section 42. Same — Powers and duties.

Under the supervision of the mayor, the clerk-treasurer shall have authority and shall be required to:

- (1) Prepare at the request of the mayor an annual budget to be submitted by the mayor to the council.
- (2) Supervise and be responsible for the disbursement of all moneys and have control over all expenditures to assure that budget appropriations are not exceeded.
- (3) Maintain a general accounting system for the town in such form as the council may require, not contrary to State law.
- (4) Submit at the end of each fiscal year, and at such other times as the council may require, a complete financial report to the council through the mayor.
- (5) Ascertain that all taxable property within the town is assessed for taxation.
- (6) Collect all taxes, special assessments, license fees, liens, and all other revenues (including utility revenues) of the town, and all other revenues for whose collection the town is responsible, and receive any funds receivable by the town.
- (7) Have custody of all public moneys belonging to or under the control of the town, except as to funds in the control of any set of trustees, and have custody of all bonds and notes of the town.
- (8) Do such other things in relation to the fiscal or financial affairs of the town as the mayor or the council may require or as may be required elsewhere in this charter.

Section 43. Same — Bond.

The clerk–treasurer shall provide a bond with such corporate surety and in such amount as the council by ordinance may require.

Section 44. Fiscal year.

The town shall operate on an annual budget. The fiscal year of the town shall begin on the first day of July in any year and shall end on the last day of June in the following year. The fiscal year constitutes the tax year, the budget year, and the accounting year.

Section 45. Budget.

The mayor, on such date as the council by ordinance determines, but at least thirty–two days before the beginning of any fiscal year, shall submit a budget to the council. The budget shall provide a complete financial plan for the budget year and shall contain estimates of anticipated revenues and proposed expenditures for the coming year. The total of the anticipated revenues shall equal or exceed the total of the proposed expenditures. The budget shall be a public record in the office of the clerk–treasurer, open to public inspection by anyone during normal business hours.

Section 46. Same — Adoption of Budget.

Before adopting the budget the council shall hold a public hearing thereon after two weeks' notice thereof in some newspaper or newspapers having general circulation within the municipality. The initial budget hearing shall be held at the May meeting of the mayor and council. The council may insert new items or may increase or decrease the items of the budget. If the council increases the total proposed expenditures it shall also increase the total anticipated revenues in an amount at least equal to the total proposed expenditures. The budget shall be prepared and adopted in the form of an ordinance. A favorable vote of at least a majority of the total elected membership of the council is necessary for adoption.

Section 47. Appropriations.

No public money may be expended without having been appropriated by the council. From the effective date of the budget, the several amounts stated therein as proposed expenditures shall be and become appropriated to the several objects and purposes names [named] therein.

Section 48. Transfer of funds.

Any transfer of funds between major appropriations for different purposes by the mayor must be approved by the council before becoming effective.

**Section 49. Over expenditures forbidden.**

No officer or employee during any budget year may expend or contract to expend any money or incur any liability or enter into any contract which by its terms involves the expenditure of money for any purpose, in excess of the amounts appropriated for or transferred to that general classification of expenditure pursuant to this charter. Any contract, verbal or written, made in violation of this charter is null and void. Nothing in this section contained, however, prevents the making of contracts or the spending of money for capital improvements to be financed in whole or in part by the issuance of bonds, nor the making of contracts of lease for services for a period exceeding the budget year in which the contract is made, when the contract is permitted by law.

**Section 50. Appropriations lapse after one year.**

All appropriations lapse at the end of the budget year to the extent that they are not expended or lawfully encumbered. Any unexpected and unencumbered funds shall be considered a surplus at the end of the budget year and shall be included among the anticipated revenues for the next succeeding budget year.

**Section 51. Checks.**

All checks issued in payment of salaries or other municipal obligations shall be issued and signed by the clerk–treasurer and shall be countersigned by the mayor, or by the assistant mayor in the absence of the mayor.

**Section 52. Taxable property.**

All real property and all tangible personal property within the corporate limits of the town, or personal property which may have a situs there by reason of the residence of the owner therein, is subject to taxation for municipal purposes, and the assessment used shall be the same as that for State and county taxes. No authority is given by this section to impose taxes on any property which is exempt from taxation by any act of the General Assembly.

**Section 53. Budget authorizes levy.**

From the effective date of the budget, the amount stated therein as the amount to be raised by the property tax constitutes a determination of the amount of the tax levy in the corresponding tax year.

**Section 54. Notice of tax levy.**

Immediately after the levy is made by the council in each year, the clerk–treasurer shall give notice of the making of the levy by posting a notice thereof in some public place or places in the town. The clerk–treasurer shall make out and mail or deliver in person to each taxpayer or taxpayer's agent at their last know [known] address a bill or account of the taxes due from said taxpayer. This bill or account shall contain a statement of the amount of real and personal

property with which the taxpayer is assessed, the rate of taxation, the amount of taxes due, and the date on which the taxes will bear interest. Failure to give or receive any notice required by this section shall not relieve any taxpayer of the responsibility to pay on the dates established by this charter all taxes levied on taxpayer's property.

Section 55. When taxes are overdue.

The taxes provided for in § 52 of this charter are due and payable on the first day of July in the year for which they are levied and are overdue and in arrears on the first day of the following October. They shall bear interest while in arrears at the maximum rate provided for by State law for each month or fraction of a month until fully paid.

Section 56. Sale of tax–delinquent property.

A list of all property on which the town taxes have not been paid and which are in arrears after they are levied shall be submitted by the clerk–treasurer of the town to the treasurer, collector, or any other official of the County of Washington responsible for the sale of tax–delinquent property as provided by the Annotated Code of Maryland. The official designated herein for the purposes of collection shall proceed to sell and sell in accordance with the provisions of the Annotated Code of Maryland applicable thereto, said real property at any time thereafter, but in no case later than two years from the date the tax is in arrears.

Failure of the collector or designated official to sell any real property within the two year period shall not affect the validity or the collectability of any tax, or the validity of any sale thereafter made.

Section 57. Fees.

All fees received by an officer or employee of the town government in their official capacity shall belong to the town government and be accounted for to the town.

Section 58. Audit.

The financial books and accounts of the town shall be audited annually as required by Article 19, Uniform System of Accounts, of the Annotated Code of Maryland, § 35 et. seq., as it now exists and as may be subsequently amended from time to time.

Section 59. Tax anticipation borrowing; sale of municipal bonds or notes.

(a) *Authority to borrow.* — (1) During the first 6 months of any fiscal year, the town may borrow in anticipation of the collection of the property tax imposed for that fiscal year, any [and] may issue tax anticipation notes or other evidences of indebtedness as evidence of such borrowing.



(2) Such tax anticipation notes or other evidences of indebtedness shall be a first lien upon the proceeds of such tax and shall mature and be paid not later than 6 months after the beginning of the fiscal year in which they are issued.

(3) No tax anticipation notes or other evidences of indebtedness shall be issued which will cause the total tax anticipation indebtedness of the town to exceed 50 percent of the property tax imposed for the fiscal year in which the notes or other evidences of indebtedness are issued.

(4) All tax anticipation notes or other evidences of indebtedness shall be authorized by ordinance before being issued.

(5) The council shall have the power to regulate all matters concerning the issuance and sale of tax anticipation notes.

(b) *Public sale; notice of sale; price; issuance for cash or other valuable consideration; signatures and seals; marketing agreements.* — (1) Municipal bonds or notes may be sold for any public purpose by private negotiated sale without advertisement or publication of notice of sale or at public sale after solicitation of competitive bids, as determined by the resolution or ordinance authorizing the issuance of the bonds or notes.

(2) (i) Any public sale of municipal bonds or notes may be held only after 1 or more insertions of a notice of the sale in either a newspaper of general circulation in the town or a publication having a circulation primarily among the investment and financial community.

(ii) The first insertion of the notice of sale shall be published at least 10 days before the date fixed for sale.

(3) (i) Municipal bonds or notes issued under this subsection may be sold or redeemed for a price or prices which may be at, above, or below the par value of the bonds or notes, as provided in the authorizing resolution or ordinance.

(ii) The resolution or ordinance that authorizes the municipal bonds or notes may provide for prior redemption of the bonds or notes.

(iii) Municipal bonds or notes may be issued, sold, and delivered on such terms and conditions, including fixed or variable rate or rates of interest or method of determining interest rate or rates, as provided in the authorizing resolution or ordinance.

(4) Municipal bonds or notes may be issued for either cash or other valuable consideration.

(5) The official signatures and seals affixed to any municipal bonds or notes may be imprinted in facsimile.

(6) The town may enter [enter] into agreements with agents, banks, fiduciaries, insurers, or others for the purpose of enhancing the marketability of or as security for the bonds or notes and for security any tendered option granted to holders.

#### Section 60. Payment of indebtedness.

The power and obligation of the town to pay any and all bonds, notes, or other evidences of indebtedness issued by it under the authority of this charter shall be unlimited and the town shall levy ad valorem taxes upon all the taxable property of the town for the payment of such bonds, notes, or other evidences of indebtedness and interest thereon, without limitation of amount. The faith and credit of the town is hereby pledged for the payment of the principal of and the interest on all bonds, notes, or other evidences of indebtedness issued under the authority of this charter, whether or not such pledge be stated in the bonds, notes, or other evidences of indebtedness, or in the ordinance authorizing their issuance.

#### Section 61. Previous issues.

All bonds, notes, or other evidences of indebtedness validly issued by the town previous to the effective date of this charter and all ordinances passed concerning them are hereby declared to be valid, legal, and binding and of full force and effect as if herein fully set forth.

#### Section 62. Purchasing and contracts.

All purchases and contracts for the town government shall be administered by the clerk-treasurer. The council may provide by ordinance for rules and regulations regarding the use of competitive bidding and contracts for all town purchases and contracts. All expenditures for supplies, materials, equipment, construction of public improvements, or contractual services involving more than one thousand dollars (\$1,000) shall be made on written contract. The clerk-treasurer shall advertise for sealed bids, in such manner as may be prescribed by ordinance, for all such written contracts. The written contracts shall be awarded to the bidder who offers the lowest or best bid, quality of goods and work, time of delivery or completion, and responsibility of bidders being considered. All such written contracts shall be approved by the council before becoming effective. The council may reject any or all bids in whole or in part within its discretion, and readvertise within its sole discretion if it is determined to be in the best interest of the citizenry. The town at any time in its discretion may employ its own forces for the construction or reconstruction of public improvements without advertising for (or readvertising for) or receiving bids. All written contracts may be protected by such bonds, penalties, and conditions as the town may require.

### **Personnel**

#### Section 63. Clerk to council.

The clerk-treasurer shall serve as clerk to the council. The clerk shall attend every meeting of the council and keep a full and accurate account of the proceedings of the council.

The clerk shall keep such other records and perform such other duties as may be required by this charter or the council.

Section 64. Town attorney.

The mayor with the approval of the council may appoint a town attorney. The town attorney shall be a member of the bar of the Maryland Court of Appeals. The town attorney is the legal adviser of the town and shall perform such duties in this connection as may be required by the council or the mayor. The town attorney's compensation shall be determined by the council. The town has the power to employ such legal consultants as it deems necessary from time to time.

Section 65. Authority to employ personnel.

The town may employ such officers and employees as it deems necessary to execute the powers and duties provided by this charter or other State law and to operate the town government.

Section 66. Merit system authorized.

The town may provide by ordinance for appointments and promotions in the administrative service on the basis of merit and fitness. To carry out this purpose the council may adopt such rules and regulations governing the operation of a merit system as it deems desirable or necessary. Among other things these rules and regulations may provide for competitive examinations, the use of eligible lists, a classification plan, a compensation plan, a probation period, appeals by employees included within the classified service from dismissal or other disciplinary action, and vacation and sick leave regulations. The town may request and avail itself of the facilities of the Commissioners of State Personnel for the administration of its merit system, as provided in State law.

Section 67. Unclassified and classified service.

(a) *Civil service divided into unclassified and classified service.* — The civil service of the town shall be divided into the unclassified and classified service.

(b) *Unclassified service.* — The unclassified service shall comprise the following offices and positions, which shall not be included within the merit system:

(1) The mayor, the council members, and persons appointed to fill vacancies in these positions.

(2) The clerk-treasurer and the town attorney.

(3) The heads of all offices, departments, and agencies and members of town boards and commissions.

(4) Part-time, temporary, and unpaid offices and positions.

(c) *Classified service.* — The classified service shall comprise all positions not specifically included by this section in the unclassified service. All offices and positions included in the classified service shall be subject to any merit system rules and regulations which may be adopted.

#### Section 68. Prohibitions and penalties.

(a) *Prohibitions.* — If a merit system is adopted, no person in the classified service of the town or seeking admission thereto shall be appointed, promoted, demoted, removed, or in any way favored or discriminated against because of his political or religious opinions or affiliations or any other factors not related to ability to perform the work; no person shall wilfully or corruptly commit or attempt to commit any fraud preventing the impartial execution of the personnel provisions of this charter or of the rules and regulations made thereunder; no officer or employee in the classified service of the town shall continue in such position after becoming a candidate for nomination or election to any public office; no person seeking appointment to or promotion in the classified service of the town shall either directly or indirectly give, render, or pay any money, service, or other valuable thing to any person for or on account of or in connection with the person's appointment, proposed appointment, promotion, or proposed promotion; no person shall orally, by letter or otherwise, solicit or be in any manner concerned in soliciting any assessment, subscription, or contribution for any political party or political purpose whatever from any person holding a position in the classified service of the town; no person holding a position in the classified service of the town shall make any contribution to the campaign funds of any political party or any candidate for public office or take any part in the management, affairs, or political campaign of any political party or candidate for public office, further than in the exercise of the person's right as a citizen to express their opinion and to cast their vote.

(b) *Penalties.* — Any person who by themselves or with others wilfully or corruptly violates any of the provisions of this section is guilty of a misdemeanor and, upon conviction thereof, shall be punished by a fine of not more than one hundred dollars (\$100.00), or by imprisonment for a term not exceeding thirty days, or by both such fine and imprisonment. Any person who is convicted under this section for a period of five years is ineligible for appointment to or employment in a position in the town service, and, if the person be an officer or employee of the town, shall immediately forfeit the office or position said person holds.

#### Section 69. Retirement system.

The town may do all things necessary to include its officers and employees, or any of them, within any retirement system or pension system under the terms of which they are admissible, and to pay the employer's share of the cost of any such retirement or pension system out of the general funds of the town.

**Section 70. Compensation of employees.**

The compensation of all officers and employees of the town shall be set from time to time by an ordinance passed by the council, subject to the restrictions imposed upon establishing the salaries of the council members and the mayor.

**Section 71. Employee benefit programs.**

The town by ordinance may provide for or participate in hospitalization or other forms of benefit or welfare programs for its officers and employees, and may expend public moneys of the town for such programs.

## **Public Ways and Sidewalks**

**Section 72. Definition of public ways.**

The term “public ways” as used in this charter includes all streets, avenues, roads, highways, public thoroughfares, lanes, and alleys.

**Section 73. Control of public ways.**

The town has control of all public ways in the town except those that are under the jurisdiction of the State Highway Administration. Subject to the laws of the State of Maryland and this charter, the town may do whatever it deems necessary to establish, operate, and maintain in good condition the public ways of the town.

**Section 74. Powers of town as to public ways.**

The town may:

- (1) Establish, regulate, and change from time to time the grade lines, width, and construction materials of any town public way or part thereof, bridges, curbs, and gutters.
- (2) Grade, lay out, construct, open, extend, and make new town public ways.
- (3) Grade, straighten, widen, alter, improve, or close up any existing town public way or part thereof.
- (4) Pave, surface, repave, or resurface any town public way or part thereof.
- (5) Install, construct, reconstruct, repair, and maintain curbs and/or gutters along any town public way or part thereof.
- (6) Construct, reconstruct, maintain, and repair bridges.

(7) Name town public ways.

(8) Have surveys, plans, specifications, and estimates made for any of the above activities or projects or parts thereof.

(9) Regulate any construction of or placing of or changing the location of any utility infrastructure to regulate and require any and all individuals, firms or corporations utilizing any rights of way or public ways in the town for improvements, construction or infrastructure as maybe [may be] requisite for the appropriate maintenance of any town water or sewer system.

(10) The town has all other powers not enumerated herein pertaining to public ways provided by the laws of the State of Maryland.

#### Section 75. Powers of town as to sidewalks.

The town may:

(1) Establish, regulate, and change from time to time the grade lines, width, and construction materials of any sidewalk or part thereof on town property along any public way or part thereof.

(2) Grade, lay out, construct, reconstruct, pave, repaved [repave], repair, extend, or otherwise alter sidewalks on town property along any public way or part thereof.

(3) Require that the owners of any property abutting on a sidewalk keep the sidewalk clear of all ice, snow, and other obstructions.

(4) Require and order the owner of any property abutting on any public way in the town to perform any projects authorized by this section at the owner's expense according to reasonable plans and specifications. If, after due notice, the owner fails to comply with the order within a reasonable time, the town may do the work, and the expense shall be a lien on the property and shall be collectible in the same manner as are town taxes or by suit at law.

(5) The town has all other powers not enumerated herein pertaining to sidewalks provided by the laws of the State of Maryland.

## **Water and Sewers**

#### Section 76. Powers of town.

The town may:

(1) Construct, operate and maintain a water system and water plant.

(2) Construct, operate and maintain a sanitary sewerage system and a sewage treatment plant.

(3) Construct, operate, and maintain a storm water drainage system and storm water sewers.

(4) Construct, maintain, reconstruct, enlarge, alter, repair, improve, or dispose of all parts, installations, and structures of the above plants and systems.

(5) Have surveys, plans, specifications, and estimates made for any of the above plants and systems or parts thereof or the extension thereof.

(6) Do all things it deems necessary for the efficient operation and maintenance of the above plants and systems.

(7) Make a charge, the amount to be determined by the Council for each connection made to the town's water or sewer system, and to assess appropriate charges for water usages and rates. Said fees and charges may be revised and/or changed from year to year and shall be established with the provisions of the applicable provisions of the Annotated Code of Maryland.

(8) To promulgate any rules or regulations and pass any ordinances pertaining to the operation, maintenance and control of any water or sewage drainage systems or any other related matters.

(9) Contract with any party or parties inside or outside the town, to obtain water or to provide for the removal of sewage.

(10) To establish a water board and/or other commission to manage the water system and/or department.

(11) The town has all other powers not enumerated herein pertaining to water and sewer provided by the laws of the State of Maryland.

Section 77. Entering on county public ways.

The town may enter upon or do construction in, on, or over any county public way for the purpose of installing or repairing any equipment or doing any other things necessary, to establish, operate, and maintain the water system, water plant, sanitary sewerage system, sewage treatment plant, or storm water sewers provided for in this charter. Unless required by the county, the town need not obtain any permit or pay any charge for these operations, but it must notify the county of its intent to enter on the public way and must leave the public way in a condition not inferior to that existing before.

Section 78. Extensions beyond boundaries.

The town may extend its water or sewerage systems beyond the town limits. The town may extend its water or sewage systems beyond the town limits.

Section 79. Charges.

The town may charge and collect such service rates, water rents, ready-to-serve charges, or other charges as it deems necessary for water supplied and for sewage service in accordance with the applicable provisions of the Annotated Code of Maryland pertaining to same. These charges are to be billed and collected by the clerk-treasurer, and if bills are unpaid within thirty days, or in accordance with a policy adopted by ordinance by the Council, then service may be discontinued. All charges shall be a lien on the property, collectible in the same manner as town taxes or by suit at law.

Section 80. Exception.

The provisions of this subheading shall not extend to any town located in a sanitary district or special tax area or district authorized to discharge the powers provided in this subheading, as to the particular powers included in the authorization.

## **Special Assessments**

Section 81. Power of town to levy special assessments.

The town may levy and collect taxes in the form of special assessments upon property in a limited and determinable area for special benefits conferred upon the property by the installation or construction, of water mains, sanitary sewer mains, storm water sewers, curbs, and gutters and by the construction, and paving of public ways and sidewalks or parts thereof, and it may provide for the payment of all or any part of the above projects out of the proceeds of the special assessment. The cost of any project to be paid in whole or in part by special assessments may include the direct cost thereof, the cost of any land acquired for the project, the interest on bonds, notes, or other evidence of indebtedness issued in anticipation of the collection of special assessments, a reasonable charge for the services of the administrative staff of the town, and any other item of cost which may reasonably be attributed to the project.

Section 82. Procedure.

(a) *Provided.* — The procedure for special assessments, wherever authorized in this charter, is as provided in this section.

(b) *Assessment of cost.* — The cost of the project being charged for shall be assessed according to the front rule of apportionment or some other equitable basis determined by the council.



(c) *Amount.* — The amount assessed against any property for any project or improvement shall not exceed the value of the benefits accruing to the property therefrom, nor shall any assessment be levied which causes the total amount of special assessments levied by the town and outstanding against any property at any time, exclusive of delinquent installments, to exceed twenty-five percent (25%) of the assessed value of the property after giving effect to the benefit accruing thereto from the project or improvement for which assessed.

(d) *Uniformity of rates.* — When desirable, the affected property may be divided into different classes to be charged different rates, but, except for this, any rate shall be uniform.

(e) *Levy of charges; public hearing; notice.* — All special assessment charges shall be levied by the council by ordinance. Before levying any special assessment charges, the council shall hold a public hearing. The clerk-treasurer shall cause notice to be given stating the nature and extent of the proposed project, the kind of materials to be used, and the estimated cost of the project, the portion of the cost to be assessed, the number of installments in which the assessment may be paid, the method to be used in apportioning the cost, and the limits of the proposed area of assessment. The notice shall also state the time and place at which all persons interested, or their agents or attorneys, may appear before the council and be heard concerning the proposed project and special assessment. Such notice shall be given by sending a copy thereof by mail to the owner of record of each parcel of property proposed to be assessed and to the person in whose name the property is assessed for taxation and by publication of a copy of the notice at least once in a newspaper of general circulation in the town. The clerk-treasurer shall present at the hearing a certificate of publication and mailing of copies of the notice, which certificate shall be deemed proof of notice, but failure of any owner to receive the mailed copy shall not invalidate the proceedings. The date of hearing shall be set at least ten and not more than thirty days after the clerk-treasurer shall have completed publication and service of notice as provided in this section. Following the hearing the council, in its discretion, may vote to proceed with the project and may levy the special assessment.

(f) *Right to appeal.* — Any interested person feeling aggrieved by the levying of any special assessment under the provisions of this section shall have the right to appeal to the circuit court for the county within ten days after the levying of any assessment by the council.

(g) *Payments; interest.* — Special assessments may be made payable in annual or more frequent installments over such period of time, not to exceed ten years, and in such manner as the council may determine. The council shall determine on what date installments shall be due and payable. Interest may be charged on installments at the rate to be determined by the council.

(h) *When due; lien on property; collection.* — All special assessment installments are overdue six months after the date on which they became due and payable. All special assessments shall be liens on the property and all overdue special assessments shall be collected in the same manner as town taxes or by suit at law.

(i) *Clerk-treasurer.* — All special assessments shall be billed and collected by the clerk-treasurer.

## Town Property

### Section 83. Acquisition, possession and disposal.

The town may acquire real, personal, or mixed property within the corporate limits of the town for any public purpose by purchase, gift, bequest, devise, lease, condemnation, or otherwise and may sell, lease, or otherwise dispose of any property belonging to the town in accordance with provisions of this Charter and the applicable provisions of the Annotated Code of the State of Maryland. All municipal property, funds, and franchises of every kind belonging to or in the possession of the town (by whatever prior name known) at the time this charter becomes effective are vested in the town, subject to the terms and conditions thereof.

### Section 84. Condemnation.

The town may condemn property of any kind, or interest therein or franchise connected therewith, in fee or as an easement, within the corporate limits of the town, for any public purpose. Any activity, project, or improvement authorized by the provisions of this charter or any other State law applicable to the town is a public purpose. The manner of procedure in case of any condemnation proceeding shall be that established in Title 12, Eminent Domain, of the Real Property Article of the Annotated Code of Maryland as it now exists or as it may be amended from time to time.

## General Provisions

### Section 85. Oath of office.

(a) *Oath required.* — Before entering upon the duties of their offices, the mayor, the council members, the clerk treasurer, the members of the board of supervisors of elections, and all other persons elected or appointed to any office of profit or st [trust] in the town government shall take and subscribe to the following oath or affirmation: “I ....., do swear (or affirm, as the case may be), that I will support the Constitution of the United States; and that I will be faithful and bear true allegiance to the State of Maryland, and support the Constitution and laws thereof; and that I will, to the best of my skill and judgment, diligently and faithfully, without partiality or prejudice, execute the office of ....., according to the Constitution and laws of this State.”

(b) *Before whom taken and subscribed.* — The mayor shall take and subscribe to this oath or affirmation before the clerk of the circuit court for the county or before one of the sworn deputies of the clerk. All other persons taking and subscribing to the oath shall do so before the mayor.

Section 86. Official bonds.

The clerk–treasurer and such other officers or employees of the town as the council or this charter may require, shall give bond in such amount and with such surety as may be required by the council. The premiums on such bonds shall be paid by the town.

Section 87. Prior rights and obligations.

All right, title, and interest held by the town or any other person or corporation at the time this charter is adopted, in and to any lien acquired under any prior charter of the town, are hereby preserved for the holder in all respects as relation [related] thereto. This charter shall not discharge, impair, or release any contract, obligation, duty, liability, or penalty whatever existing at the time this charter becomes effective. All suits and actions, both civil and criminal, pending, or which may hereafter be instituted for causes of action now existing or offenses already committed against any law or ordinance repealed by this charter, shall be instituted, proceeded with, and prosecuted to final determination and judgment as if this charter had not become effective.

Section 88. Effect of charter on existing ordinances.

(a) *Ordinances, etc., not in conflict with charter remain in effect.* — All ordinances, resolutions, rules, and regulations in effect in the town at the time this charter becomes effective which are not in conflict with the provisions of this charter shall remain in effect until changed or repealed according to the provisions of this charter.

(b) *Ordinances, etc., in conflict with charter repealed.* — All ordinances, resolutions, rules, and regulations in effect in the town at the time this charter becomes effective which are in conflict with the provisions of this charter are repealed to the extent of such conflict.

Section 89. Separability.

If any section or part of section of this charter is held invalid by a court of competent jurisdiction, this holding shall not affect the remainder of this charter or the context in which such section or part of section so held invalid appears, except to the extent that an entire section or part of section may be inseparably connected in meaning and effect with the section or party [part] of section to which such holding shall directly apply.



## APPENDIX

### Metes and Bounds Description of the Town of Keedysville

The existing corporate boundaries of the Town of Keedysville, as adopted on September 22, 1998 and effective October 23, 1998.

The documents listed herein are on file and/or recorded in the Office of Clerk of the Circuit Court for Washington County, Maryland, and are incorporated in Section 4, Description of corporate boundaries, for reference.

#### Existing Corporate Boundary Town of Keedysville

#### Washington County, Maryland

Situate on both sides of Main Street and being the corporate boundary of the Town of Keedysville as surveyed by J. H. Seibert in September, 1963 and subsequent annexations and being more particularly described as follows:

Beginning at a point in or near the center of Shepherdstown Pike (MD Route 34) at it's intersection with the center of Keedysville Road, thence along or near the center of Keedysville Road, the six (6) following courses:

N 51° 45' 00" W	204.16'	to a point, thence
N 06° 20' 00" E	245.68'	to a point, thence
N 67° 43' 00" W	279.09'	to a point, thence
N 77° 54' 00" W	234.26'	to a point, thence
N 71° 37' 00" W	262.36'	to a point, thence
N 53° 12' 00" W	148.48'	to a point, thence leaving said road and running back therefrom with lines intended to be approximately 1500' west of Main Street, the seven (7) following courses
N 40° 00' 00" E	32.00'	to a point, thence
N 39° 59' 50" E	1141.61'	to a point, thence
S 76° 12' 00" E	82.96'	to a point, thence crossing Coffman Road
N 22° 00' 00" E	1153.83'	to a point, thence
N 41° 13' 00" E	383.53'	to a point, thence
N 65° 43' 42" W	596.05'	to a point, thence
N 16° 03' 54" E	221.87'	to a point, thence

*(revised 11/13)*

N 15° 47' 37" E	333.37'	to a point, thence
N 16° 05' 52" E	338.65'	to a point, thence
N 15° 41' 59" E	391.46'	to a point, thence
S 74° 23' 41" E	329.54'	to a point, thence
N 15° 40' 32" E	230.96'	to a point, thence
S 62° 52' 26" E	597.96'	to a point, thence
S 13° 26' 31" E	97.07'	to a point, thence
S 15° 19' 34" E	100.09'	to a point, thence
S 26° 35' 52" E	101.21'	to a point, thence
S 22° 55' 50" E	100.41'	to a point, thence
S 24° 24' 16" E	38.85'	to a point, thence
N 60° 26' 00" E	1318.88'	to a point, thence
N 53° 37' 00" E	1034.63'	to a point, thence with the northeastern limits of the Town boundary along or near the center of a farm lane
S 49° 03' 00" E	964.43'	to a point, thence leaving said lane and running back therefrom
N 42° 50' 35" E	925.49'	to a point, thence
S 40° 52' 19" E	437.09'	to a point in the northern margin of Shephardstown Pike (MD Route 34), thence with said margin with a curve to the right having a radius of 1,793.86 feet, an arc length of 570.33 feet and a chord bearing and distance of
S 60° 58' 45" W	567.93'	to a point, thence
S 72° 21' 39" W	193.94'	to a point, thence
S 73° 05' 14" W	193.00'	to a point at or near the center of a farm lane, thence with said farm lane
S 49° 57' 52" E	178.96'	to a point in the southern margin of Shephardstown Pike (MD Route 34), thence with said margin
N 73° 05' 14" E	95.40'	to a point, thence
N 72° 19' 51" E	201.79'	To a point, thence with a curve to the left having a radius of 1,943.86 feet, an arc length of 493.55 feet and a chord bearing and distance of
N 62° 48' 49" E	492.22'	to a point in the northern margin of Main Street, thence with said margin
S 43° 07' 07" W	229.45'	to a point, thence
S 42° 45' 01" W	88.36'	to a point, thence
S 42° 45' 47" W	250.34'	to a point, thence

S 44° 48' 20" W	137.42'	to a point, thence crossing Main Street
S 48° 14' 32" E	237.15'	to a point, thence
N 43° 58' 45" E	128.93'	to a point, thence
N 45° 59' 15" W	205.00'	to a point in the southern margin of Main Street, thence with said margin
N 42° 45' 47" E	250.14'	to a point, thence
N 42° 45' 01" E	88.26'	to a point, thence
N 43° 07' 07" E	284.18'	to a point, thence leaving Main Street and running back therefrom
S 39° 32' 53" E	677.16'	to a point, thence
S 25° 37' 23" E	31.95'	to a point, thence
S 34° 44' 39" W	293.99'	to a point, thence
S 72° 48' 38" W	413.55'	to a point, thence
S 48° 05' 00" E	979.89'	to a point, thence running with lines intended to be 1500' east of Main Street the seven (7) following courses
S 53° 48' 00" W	1891.81'	to a point, thence
S 62° 19' 00" W	1104.61'	to a point, thence crossing the former B & O Railroad
S 39° 48' 00" W	619.30'	to a point, thence
S 28° 08' 00" W	284.41'	to a point, thence binding on lands of Jeffrey Young (Liber 1108, Folio 790)
S 63° 00' 26" E	398.00'	to a point, thence
N 39° 01' 06" E	296.88'	to a point, thence binding on the abandoned B & O Railroad land now owned by the State of Maryland
S 41° 35' 53" E	100.81'	to a point, thence
S 42° 14' 56" E	100.02'	to a point, thence
S 48° 40' 40" E	100.88'	to a point, thence
S 42° 04' 38" E	100.02'	to a point, thence
S 45° 01' 39" E	35.08'	to a point, thence
S 41° 05' 07" E	91.09'	to a point, thence binding on lands of Austin A. Flook (Liber 855, Folio 1074)
S 13° 19' 46" W	255.72'	to a point, thence
S 47° 10' 15" E	90.75'	to a point, thence
S 00° 50' 48" W	1329.24'	to a point, thence binding on Trails of Little Antietam Subdivision
S 78° 25' 37" W	167.04'	to a point, thence
S 19° 23' 01" E	86.49'	to a point, thence
S 78° 25' 37" W	118.37'	to a point, thence

S 89° 33' 41" W	214.90'	to a point, thence
S 20° 15' 41" W	341.59'	to a point, thence
S 29° 44' 19" E	14.33'	to a point in Dogstreet Road, thence with said road
N 69° 34' 57" W	51.57'	to a point, thence leaving the road and continuing with Trails of Little Antietam Subdivision
N 65° 15' 41" E	14.97'	to a point, thence
N 20° 15' 41" E	573.00'	to a point, thence
N 69° 44' 19" W	157.50'	to a point, thence
N 69° 45' 07" W	157.50'	to a point, thence
N 87° 54' 33" W	343.66'	to a point, thence
S 41° 32' 05" W	11.70'	to a point, thence binding on land of the Maharay Subdivision
N 57° 48' 37" W	523.11'	to a point, thence along Dogstreet Road and binding on lands of Burtner
S 07° 14' 45" E	283.72'	to a point, thence
S 04° 59' 44" E	223.73'	to a point, thence
S 86° 16' 43" W	20.01'	to a point, thence with a curve to the right having a radius of 580.00', and an arc length 293.97' and a chord bearing and distance of
S 10° 50' 12" W	290.83'	to a point, thence leaving road and crossing lands of Burtner
N 64° 51' 44" W	314.72'	to a point, thence
S 22° 33' 51" W	597.18'	to a point, thence
N 52° 37' 27" W	398.24'	to a corner post, thence binding on lands of Burton
N 55° 53' 44" W	840.17'	to the point, thence
S 25° 22' 35" W	7.77'	to a point, thence
S 49° 14' 05" W	99.16'	to a point, thence
N 43° 01' 32" W	23.15'	to a point, thence
N 43° 01' 32" W	501.61'	to a point, thence
N 38° 21' 59" E	19.02'	to a point, thence
N 25° 37' 42" E	222.91'	to a point, thence
S 62° 33' 22" E	27.29'	to a point, thence
N 25° 21' 55" E	142.62'	to a point, thence
N 33° 28' 58" W	17.53'	to a point, thence
N 28° 09' 35" E	16.13'	to a point, thence
N 36° 26' 02" E	74.80'	to a point, thence



N 50° 27' 02" E	22.85'	to a point, thence
N 40° 23' 29" E	77.05'	to a point, thence
N 17° 28' 49" W	33.75'	to a point, thence
N 32° 39' 48" E	84.93'	to a point, thence
N 74° 50' 25" E	48.45'	to a point, thence
N 53° 18' 44" W	63.43'	to a point, thence
N 39° 42' 10" E	5.90'	to a point, thence
N 50° 54' 50" W	200.00'	to a point, thence
N 50° 54' 50" W	6.39'	to a point, thence with a curve to the left, having a radius of 140.00' an arc length of 17.42' and a chord bearing and distance of
N 66° 41' 47" E	17.41'	to a point, thence
N 53° 35' 00" W	24.20'	to a point in Main Street, thence with the connection road to MD Route 34
N 62° 16' 00" W	264.96'	to the point of beginning.

Containing 560.95 acres of land, more or less. (Res. No. R-3-03, 11-6-03; Res. No. (unnumbered), 7-5-11.)